
U.S. FOOD AND DRUG ADMINISTRATION VACANCY ANNOUNCEMENT

FDA IS SMOKE-FREE

This is a competitive vacancy, open to all United States citizens, advertised under examining authority delegated by the Office of Personnel Management.

Announcement Number: FDA-0-4002

Opening Date: October 6, 1999

Closing Date: October 28, 1999

Position Title/Series /Grade: Supervisory Veterinary Medical Officer, GS-701-15

Promotion Potential: None

Organization/Location: Department of Health and Human Services, Food and Drug Administration, Center for Veterinary Medicine, Office of the Center Director, Rockville, MD 20855
Metro Park North II

Salary Range: GS-15 \$80,658 - \$104,851 per annum (including locality payment)

Relocation Expenses: Relocation expenses **will not** be paid.

Area of Consideration: Government-Wide
(THIS POSITION IS OPEN TO STATUS CANDIDATES ONLY)

Bargaining Unit Status: This is a non-bargaining unit position.

Type of Appointment: Career/Career Conditional

Condition of Employment: Certain positions within FDA are subject to strict restrictions on financial holdings (FDA regulated financial holdings). To determine whether this position is affected, applicants are advised to seek information during the interview process before accepting such a position.

Citizenship: Applicants must be citizens of the United States.

DESCRIPTION OF WORK:

The position is located within the Office of the Center Director, Center for Veterinary Medicine (CVM). The incumbent of this position serves as the Deputy Director providing supervision/oversight to the Policy and Regulations Staff. **Specific duties include:**

- Reviews current agency policies. Defends policies before international organizations, other government agencies, State and local governments, industry, academia, consumer organizations, Congress and the scientific community.
- Researches analyzes and prepares written recommendations for changes or additions to current agency policies.
- As Agency's leading authority in area of expertise, incumbent integrates knowledge and experience to resolve problems, modify procedures and develop and interpret complex policies to meet new and novel conditions.
- Responsible for furthering the goals of equal employment opportunity (EEO) by taking positive steps to assure the accomplishment of affirmative action objectives and by adhering to nondiscriminatory employment practices in regard to race, color, religion, sex, national origin, age or handicap.
- Develops work improvement plans, recommends personnel actions as necessary.
- Provides advice and counsel to workers related to work and administrative matters.
- Assures that subordinates are trained and fully comply with the provisions of the safety regulations.

QUALIFICATION REQUIREMENTS

Candidates must meet the basic education requirements in the following occupation:

VETERINARY MEDICAL OFFICER, GS-701

Applicants must possess a degree of Doctor of Veterinary Medicine or equivalent degree at a school approved or accredited by (a) the American Veterinary Medical Association (AVMA), (b) a State department of education, or (c) a State Board of Veterinary Medical Examiners.

Graduates of foreign veterinary medical schools who do not meet the requirements specified above must furnish proof of (a) graduation from a veterinary medical school, (b) comprehension of and ability to communicate in the English language, and (c) passage of the written examination in veterinary medicine of the Educational Commission for Foreign Veterinary Graduates of the U.S. National Board of Veterinary Medical Examiners. Proof of English language proficiency may be met by (1) achieving a total score on the Test of English as a Foreign Language at least 550 with a listening comprehension score of at least 60 points, (2) earning an advanced degree (i.e., an M.S. or Ph.D.) at a U.S. college or university, or (3) graduating from a U.S. or Canadian English speaking high school. The following are exceptions to these requirements:

- Veterinarians who qualified between 1965 and 1972, who hold certificates under the program of the Educational Commission for Foreign Graduates.
- Veterinarians who are graduates of foreign veterinary colleges that were included on the September 1, 1963, list entitled, "Foreign Veterinary Colleges Evaluated by the Council on Education, American Veterinary Medical Association, and who entered the United States or Canada and qualified as eligible for private practice or Federal employment on or before December 31, 1972.

SPECIALIZED EXPERIENCE: Specialized experience is defined as experience that equipped the applicant with the particular knowledge, skills, and abilities to perform successfully the duties of the position such as experience demonstrating knowledge of drafting and processing regulations and policy documents.

Candidates must have 52 weeks of specialized experience equivalent to the next lower grade level.

METHOD OF EVALUATION AND BASIS OF RATING Candidates found basically qualified will be evaluated on the extent and quality of experience, education, training, awards, etc. as shown on the application. Plus data obtained from the attached knowledge skills and abilities (KSA's). No written test is required. It is strongly recommended that applicants address the knowledge, skills, and ability statements in detail.

1. *Ability to accomplish work through others.*
2. *Ability to analyze organizational and operational problems and develop solutions.*
3. *Knowledge of science practices and procedures.*
4. *Ability to communicate in writing.*
5. *Ability to communicate orally and interact with officials.*

HOW TO APPLY:

Candidates may submit one of the following: an Application for Federal Employment (SF-171), an Optional Application for Federal Employment (OF 612), resume, curriculum vitae, or any other written format. Your application must include the following information:

1. Title, series, grade, and vacancy announcement number of the vacancy for which you want to be considered.
2. Full legal name and mailing address.
3. Daytime and evening telephone numbers.
4. For experiences most relevant to this position, include name of employer, dates of employment, job title, start and end dates, and a description of your duties and responsibilities for each job listed.
5. Average hours worked for each position if other than 40 hours per week.
6. Name, location, and date of educational institutions attended.
7. Type of degree, if any, and date received.

How to Apply cont.

8. Major field of study.
9. List of relevant training including, course titles, dates, and number of hours and name of institution.
10. Description of honors, awards, and special qualifications, such as language skills or computer skills, along with dates acquired.
11. Clearly identify U.S. Citizenship (Proof required before employment).

PROOF OF EDUCATION: Candidates may submit a College transcript (official or unofficial) or, if not available, a list of college courses and Certificate of scholastic achievement. List should include a course description of any course(s) not readily identifiable by title, number of semester hours and grade.

Qualifying education gained at colleges and universities in foreign countries must be evaluated in terms of its equivalency to that acquired in American colleges and universities. Applicants educated in whole or in part in foreign countries must submit sufficient evidence, including transcripts, to an accredited private organization for an equivalency evaluation. A letter containing the results MUST accompany the application package.

CREDIT FOR EDUCATION: When academic credit is expressed in contract months, units, or other terms that differ from conventional semester or quarter hours, it is the responsibility of the applicant to provide an interpretation of such credits from the appropriate institution in order to equate them to the semester or quarter hours specified in this announcement.

SUPPLEMENTAL QUALIFICATIONS STATEMENT (enclosed with this announcement). It is strongly recommended that each applicant address the knowledge, skill, and ability statements in detail.

- ☒ Written response to the knowledge, skills and abilities
- ☐ If claiming veteran's preference, attach a copy of your DD214, Certificate of Release or Discharge from Active Duty, or other proof of eligibility.
- ☐ College transcripts or list of courses, including title, credit hours and grade for each course if qualifying on education and/or changing occupational series;
- ☒ Current federal employees must submit most recent performance appraisal/evaluation
- ☒ Current and former federal employees must submit a copy of their most recent SF-50, Notification of Personnel Action
- ☒ Application Background Survey: Please return the Background Survey with your application. The information you provide is used for statistical purposes. The return of this form will have no impact on your consideration for this position.

Displaced Employees Requesting Special Selection Priority Consideration Under the following:

Career Transition Assistance Program (CTAP)

If you are currently a DHHS employee who has received a Reduction in Force (RIF) separation notice or a Certification of Expected Separation (CES), you may be entitled to special priority selection under the DHHS Career Transition Assistance Program (CTAP).

To receive this priority consideration you must:

1. Be a current DHHS career or career-conditional (Tenure group I or II) competitive service employee who has received a RIF separation notice or a Certification of Expected Separation (CES) and, the date of the RIF separation has not passed and you are still on the rolls of DHHS. You must submit a copy of the RIF separation notice or CES along with your application.
2. Be applying for a position that is at or below the grade level of the position from which you are being separated. The position must not have a greater promotion potential than the position from which you are being separated.
3. Have a current (or last) performance rating of record of at least fully successful or equivalent. This must be submitted with your application package.
4. Be currently employed by DHHS in the same local commuting area of the position for which you are requesting priority consideration.
5. File your application by the vacancy announcement closing date and meet all the application criteria (e.g., submit all required documentation, etc.)
6. Be rated well-qualified for the position. Well-qualified employees are eligible displaced Federal employees who meet all education, experience and knowledge, skills, and abilities (KSA) factor(s), meet the selective criteria factor(s) and meet the above-average-level range of a four- level crediting plan for all KSA factor(s). Please state on your application the promotion potential level of your present position

Interagency Career Transition Assistance Program (ICTAP)

If you are a displaced Federal employee, you may be entitled to receive priority selection under the ICTAP.

To be eligible for the special selection priority, you must meet all of the following:

- (1) Be a displaced Federal employee;
- (2) Submit a copy of your current (or your last) performance rating of record of at least fully successful or equivalent;
- (3) Apply for a vacancy at or below the grade level from which you were or are being separated, that does not have a greater promotion potential than the position from which you have been or are being separated from;
- (4) Occupy, or was displaced from a position in the same local commuting area of the vacancy;
- (5) Submit an application (including all required documentation) for a specific vacancy within the periods established on the announcement and meet all the application and eligibility criteria;
- (6) Submit proof of eligibility; and
- (7) Be rated well qualified for the position.

"Well Qualified" means: a displaced employee must meet the minimum qualification and eligibility requirements for the position (including any selective factors), and be rated and ranked to determine the extent to which he/she possesses the knowledge, skills, and abilities (KSA's) to succeed in the position being filled. **Under delegated examining procedures**, the displaced employee must receive a score of 90 or better to receive selection priority.

Career Transition Assistance Program (CTAP) or Interagency Career Transition Assistance Program (ICTAP) federal employees may submit any (one) of the following as proof of eligibility for the special selection priority:

- (1) RIF separation notice, or notice of proposed removal for declining a directed reassignment or transfer of function to another commuting area;
- (2) Documentation, e.g., SF-50, Notification of Personnel Action, showing that you were separated as a result of RIF, or for declining a directed reassignment or transfer of function to another commuting area;
- (3) Official certification from an agency stating that it cannot place an individual whose injury compensation has been or is being terminated;
- (4) Official notification from OPM that your disability annuity has been or is being terminated; or
- (5) Official notification from the Military Department or National Guard Bureau that the employee has retired under 5 U.S.C. 8337(h) or 8456.

Veteran's Preference for Federal Jobs: CE -101

If you served on active duty in the United States Military and received an honorable or general discharge, you may be eligible for veteran's preference. Service starting after October 15, 1976 requires a Campaign Badge, or Expeditionary Medal or Service connected disability requirements. For information about eligibility requirements, call 912-757-3000 and request

To claim veteran's preference, attach a copy of your DD-214, Certificate of Release or Discharge from Active Duty, or other proof of eligibility.

-If claiming 5 point veteran's preference, list the dates (month, day, year) and branch of any active duty served.

-If you claim 10 point veteran's preference attached an SF-15, **Application for 10 Point Veteran's Preference**, plus the proof required by that form.

The Defense Authorization Act of November 18, 1997, extended veterans' preference to persons who served on active duty during the Gulf War from August 2, 1990, through January 2, 1992. The law grants preference to persons otherwise eligible and who served on active duty during this period, regardless of where the person served or for how long. The law also authorizes the Secretary of each military department to award the Armed Forces Expeditionary Medal for service in Bosnia during the period November 10, 1995, to a date to be determined. The award of the Medal is qualifying for veterans' preference. More information on veterans' preference is available in the VetGuide that may be found on the U.S. Office of Personnel Management web site at www.opm.gov.

All applicants will receive equal consideration without regard to race, religion, color, national origin, sex, disability, sexual orientation, political affiliation, age or any other non-merit factor.

Vietnam era veterans, disabled veterans, individuals with disabilities, and other individuals eligible for special appointing authorities are encouraged to apply.

WHERE TO OBTAIN FORMS

Office of Personnel Management web site at <http://www.usajobs.opm.gov>.

WHERE TO SEND FORMS:

ADDRESS: Food and Drug Administration
Center for Veterinary Medicine
Attn: Ms. Vernelle M. Dewberry
Metro Park North I, Room 225
7520 Standish Place
Rockville, MD 20855
(301) 827-7319

Additional forms and information may be obtained from the address above or by calling Vernelle M. Dewberry (301) 827-7319 (Voice/TTY) or the FDA Job line (301) 443-1969.

FDA vacancy announcements are available by calling our FaxBack number at (301) 827-4287.

Applications received become the property of the Center for Veterinary Medicine (CVM) and will not be returned.

The use of government postage-paid envelopes or government officially metered envelopes in filing job applications is a violation of federal laws and regulations. Applications submitted in postage paid Government envelopes will not be accepted.

All applications material must be postmarked or received by the closing date of this announcement.